

DEPARTMENT OF CORRECTIONS MONROE CORRECTIONAL COMPLEX VISIT GUIDELINES

WELCOMING STATEMENT

The Department of Corrections welcomes you to Monroe Correctional Complex (MCC). MCC consists of five separate units, Washington State Reformatory (WSRU), Minimum Security Unit (MSU), Twin Rivers Unit (TRU), Special Offender Unit (SOU) and Intensive Management Unit (IMU).

We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant at all five MCC Units. All Department of Corrections facilities are chewing gum and tobacco-free. All laws of the State of Washington are to be followed while you are on MCC grounds.

We have put together a video tape for your review as well as this packet to help you understand MCC's visiting rules. It is your responsibility to be familiar with and abide by these established rules. MCC's visit staff will be as helpful and informative as possible to ensure you understand these rules. Visit room rules are subject to change without notice as safety and security measures are necessary. Please read and focus on the guidelines so you may have an enjoyable visit.

WHO CAN VISIT AND APPROVAL PROCESS:

The offender will mail the Visitors Questionnaire and other necessary forms to adults or parent/legal guardian of children. Complete the form and return to the facility

Visiting Department at the address noted on the questionnaire or in this packet. Ensure you follow all instructions provided to ensure the processing is completed in a timely manner. We ask you to be patient as the complete process takes a minimum of 30 – 60 days. When you are approved and in the statewide visit system the offender will be notified. **It is the offender's responsibility to notify their visitors of approval. Due to confidentiality regulations we are unable to provide this information to anyone other than the offender.** Each offender may have up to 10 approved visitors per visit. There is no limit to the number of visitors an offender may have on their visit list.

Note: Offender may not be available for a visit. Visitors may avoid making an unnecessary trip, or being turned away, by pre-arranging visits with the offender.

Reminder: If you no longer wish to be on the approved visitor list, please submit a request to the facility Visiting Sergeant, in writing, to be removed.

Minors may visit with an approved escort only. The parent or guardian consent portion of the application must be notarized. Parentage of all visitors under 18 must be verified by providing a certificate of live birth or a notarized copy of the birth certificate. **When requesting original documents returned you must send a self addressed stamped envelope.** Guardianship of all visitors under 18 must be verified by providing a copy of the filed court order establishing guardianship. **The original documentation must accompany the Visitor Questionnaire as copies are not allowed.** All children under 18 must be accompanied by their parent, legal guardian or an approved escort.

PHYSICALLY CHALLENGED INFORMATION

All physically challenged visitors must be on the offenders approved visit list. Physically challenged visitors will be processed through the normal visit sign-in procedures.

The Superintendent must approve any special needs for electric or battery powered wheelchairs or oxygen tanks prior to approval of participating in the visit program. A physically challenged visitor, who requires assistance, must be accompanied by an approved adult visitor, who is able to assist, at all times. MCC staffs are not authorized to physically assist visitors and the facility does not loan wheelchairs to visitors.

WHEN YOU CAN VISIT:

Visiting Times for Facilities:

MSU	WSRU	IMU
Fri/Sat/Sun/Mon	Fri/Sat/Sun/Mon	Fri/Sat/Sun/Mon
1:00 – 3:30 PM 6:00 – 8:25 PM	12:30 – 8:25 PM Hospital 1:00 – 3:15 PM	12:30 – 3:30 PM 6:00 - 8:00 PM
SOU	TRU	
Fri/Sat/Sun/Mon 12:30-8:25 PM	Fri/Sat/Sun/Mon 12:30 – 8:25 PM	
No Contact 1:00-3:15 PM 6:00-8:15 PM		

Holidays: There is no visiting on holidays that do not fall on a regular visit day.

Hospital Visits: You must be 18 or older and we cannot accommodate more than three people at a time.

NOTE: There is no processing of visitors from 3:00 – 4:30 or until count clears. The offender you are visiting can make arrangements for special situations. Visitors who leave authorized visitor areas during any visit period will not be allowed to return and must wait until the following visit day.

HOW YOU GET TO MONROE CORRECTIONAL COMPLEX:

Minimum Security Unit, Washington State Reformatory Unit, Twin Rivers Unit, Special Offender Unit and Intensive Management Unit

MSU

16700 177th Ave. SE
P.O. Box 7001
Monroe, Wa. 98272-0777
(360)794-2683
(360)794-2385

WSRU

16700 177th Ave. SE
P.O. Box 777
Monroe, Wa. 98272-0777
(360)794-2683
(360)794-2385

TRU

16774 170th Drive SE
P.O.Box 888
Monroe, Wa. 98272-0888
(360)794-2577
(360)794-2385

SOU

16730 177th Ave. SE
P.O.Box 514
Monroe, Wa. 98272-0514
(360)794-2385

INTENSIVE MANAGEMENT UNIT (IMU)

177th Ave S.E.
P.O. Box 7002
Monroe, Wa. 98272-0777
(360)794-2683
(360)794-2385

No-contact visits are possible for immediate family members only for the offenders housed in the IMU/ Segregation Unit. We cannot accommodate more than 2 visitors at one time.

All Offender Visitors will report and processed through the Special Offender Unit (SOU). Visitors are not permitted to bring money or debit cards and must comply with the visitor's dress code.

Visits are on a first come first serve basis and may be cancelled due to the offender's negative behavior prior to the announced visit. Depending on the offender program level, restraints may be required for the duration of the visit. Offenders who have attained Level 2 may be required to visit in restraints due to restrictions imposed by a program modification. All IMU visits take place in the no contact area. There are no visits for the first 24 hours after placement in IMU/Segregation Unit

The amount of time an Offender is allowed to visit depends on the Offender's program level. All Offenders on Pre-Hearing Confinement, Disciplinary Segregation or Administrative Segregation are on Level 2.

IMU Visits are as follows

Level 1 / Isolation – Emergency visits only and must be approved by the Associate Superintendent who oversees the IMU or designee prior to visit

Level 2 – 1 hour per week

Level 3 – 2 hours per week

Level 4 - 3 hours per week

Segregations Visits are as follows

Offenders who are placed on PHC, SDS or referred for AD-Seg will be restricted to Non-Contact visits – Segregation offenders are allowed no more than THREE ONE HOUR NON – CONTACT VISITS PER WEEK, Visits are on Friday and Monday and one visit on either Saturday or Sunday.

A visitor or offender may end the visit at any time. At the end of the visit, the offender will be returned to his cell. The visitor may be required to remain until escorted from the visit area to the main gate.

Directions to MCC:

From the South – Seattle area:

Take I-5 north to I-405 North to SR 522 East (the Monroe-Wenatchee-Woodinville exit) Follow SR 522 East approximately 10 miles. Take West Main exit (also the Monroe City Center); turn right and proceed down West Main Street until you reach the appropriate institution entrance.

From the North – Everett area:

From I-5, take SR 2 East to Monroe. Turn right at the first light (Frylands Boulevard). Go to the end of Frylands Boulevard and turn left onto West Main Street. Proceed down West Main Street until you reach the appropriate institution entrance.

From East of the mountains on SR 2 (Stevens Pass)

Go West on SR 2 to Monroe. Turn right at the 4th light (SR 522 West overpass entrance). Take the first exit, West Main Street and turn left. Proceed down West Main Street until you reach the appropriate institution entrance.

From East of mountains on I-90 (Snoqualmie Pass)

Go West on I-90 to North Bend exit (SR 202) to Fall City. Take SR 203 at intersection to Monroe. After crossing the bridge entering Monroe, turn left at the first light (Main and Lewis streets); proceed approximately 2 miles to appropriate entrance.

Entrance Directions:

STOP AT ALL SPEAKERS, IDENTIFY WHAT YOU ARE AT THE FACILITY FOR AND FOLLOW THE OFFICERS' DIRECTIONS

WSRU and MSU entrance: Turn at 177th Avenue, turn right at the WSRU sign and proceed up the hill to the speaker, in the left lane.

SOU and IMU entrance: Turn at 177th Avenue, past the WSRU entrance and turn right up the hill at the Special Offender Unit sign. Parking lot is on the right. Proceed to the front gate, push the button and follow the directions of the officers'.

TRU entrance: Turn at 170th Drive, across from the Chevron and proceed to the speaker.

PARKING:

All visitors are to stop at the speaker box and follow the officers' directions. Each institution has designated parking areas that the officer will direct you to. Visitors are allowed on institutional grounds 30 minutes prior to the beginning of visiting. All vehicles are to pull into the parking space front first (no backing into the parking space). Your vehicle must be secured, windows rolled up and doors locked. **UNDER NO CIRCUMSTANCES MAY ANY**

MINOR OR ANIMAL REMAIN UNATTENDED IN YOUR VEHICLE. Vehicles are not to be left running unattended for any reason.

We request you only bring your ignition key and door lock into the institution with you. All other keys are to remain in your vehicle.

NOTE: Visitors are not to park at the bottom of the hill on West Main or 177th Avenue prior to visiting. Visitors waiting on grounds will NOT be allowed to smoke prior to the beginning of visiting. THERE IS NO SMOKING ON INSTITUTION GROUNDS.

To ensure the safety of all, persons not visiting, including children and pets, must not be left in cars. Waiting on grounds or in your cars is prohibited and all visitors are required to leave institution grounds immediately after their visit.

WHAT TO DO WHEN YOU ARRIVE:

Visitors are welcome to arrive on grounds 30 minutes prior to visits. Once your vehicle is locked, please check-in at the visit entrance. The check-in process for TRU, SOU and MSU are in the main administration building reception area and on the second floor of the administrative building at WSRU. The check-in process for IMU/Segregation is in the main administration area of SOU.

All visitors, 16 and older, are required to register at the visitor check-in and must provide current photo identification. Persons under 18 must be accompanied by a parent, guardian or another adult visitor who has been approved to escort the child to the visit.

Identification:

All visitors, 16 and older, will be asked to show current photo identification. Please ensure you have a valid drivers license, temporary license, state or student ID, Military ID, State of Federal Agency ID, Indian Tribal ID or Passport if you are 16 years or older. You are required to keep your identification on you at all times while on institution grounds.

NOTE: Visitors who must share bad or sad news, please inform the visit staff in advance.

DOC VISIT GUIDELINES:

Searches:

Any person and/or vehicle on MCC grounds are subject to various searches. The types of searches include but are not limited to canine, container, locker, vehicle, electronic, pat search and strip search. Visitors will be asked to sign a search permission form which is required for visiting.

It is unlawful to bring any intoxicants, narcotics, dangerous drug, firearms, explosives or dangerous weapons on any MCC grounds. Anyone knowingly bringing any of the above items onto institutional grounds is guilty of a felony and will be prosecuted under authority of RCW 9.94.040 – RCW 9.94.049.

Carry-Ins:

- Valid photo ID
- A vending machine Debit card with up to \$50.00 on it
- Keys - The drivers of vehicles may keep one manual car key on a non-chaired key ring. **Instructions where to secure keys will be given to you at the time you are processed into the visit room for each MCC facility.**
- Medical - Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.
- Locker key if issued a locker

HOW TO ENJOY YOUR VISIT:

The following guidelines are in place to ensure a safe and pleasant visit.

Continuation of your visit and visiting privileges will depend on:

- Arriving without having consumed alcohol and/or illegal substance or being in possession of contraband.
- Visitors and/or offender following DOC Visit Guidelines.
- Compliance with search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health and safety of any visitor, offender, or staff.

Dress standards are necessary to ensure the safety and security of visitors and offenders to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. Only clothing that is conservative, modest and meets DOC standards will be acceptable. **The visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, accessories allowed.** The following guidelines apply to visitors five years and older:

Clothing:

- All clothing must be clean and in good repair free from holes, rips, or tears.
- Undergarments must be worn to include briefs and brassieres for females. Males must wear briefs, boxers, or long underwear.
- Clothing must be worn that does not expose undergarments, cleavage, stomach/midriff, bare back when arms are raised or bare chest. Examples of inappropriate clothing are: Tight fitting (spandex or stretch material), low cut tops or bottoms, sheer, see-through or mesh, camisole type tops, halter tops, tank tops, sleeveless or cap sleeve blouses or shirts. Shirts and blouses must have a full sleeve.
- Dresses, capris or skirts must be no shorter than the middle of the knee.
- Socks, stockings or pantyhose must be worn by all visitors regardless of the type of shoe
- Pantyhose, leotards or nylons must be worn under dresses, skirts or Capri's
- Heavy parka style coats with fur linings, fur inside or outside the hoods will not be allowed inside the Visit room but hung on coat racks in the lobby area. Staff will not be responsible for items left at the coat rack

Footwear:

- All visitors must wear socks, stockings, or pantyhose.
- Shoes, sandals and boots must be in good repair. We are **unable** to allow flip flop/thongs, shower shoes, slippers, foul weather style boots or shoes with fur/fleece lining.

Accessories:**Jewelry**

- Four pieces of jewelry in piercings (e.g.: one nose, one lip, two ears, or the combination of four pieces of pierced jewelry).
- One watch.
- Wedding ring set and one ring.
- Two necklaces.
- Two bracelets.
- Two pair of eyeglasses, to include one non-reflective pair of sunglasses for outside visits only.
- 1 Belt may be worn, **excluding money belts or belts with compartments.**
- Headgear or excessive hair ornaments, when medically required with written verification, or part of a religious practice.

Clothing and accessories listed below, or other items considered to be a threat to the security and safety of offenders, visitors or staff as determined by the Visit Sergeant, may prevent your visit.

Clothing, foot wear, accessories items not allowed for all visitors, to include small children:

- Camouflage, bibbed attire, cargo pants or painter pants
- Clothing referring to obscenity, alcohol, drugs, gang references, or sex in any form
- Clothing that is difficult to search (e.g.: excessive pockets, padding or layering of one outer garment over another)
- Wrap around clothing with full length openings or skirts to tight to allow officers to easily search the inner leg
- Sheer, transparent or mesh fabrics other than hosiery
- Tight fitting clothing including spandex, lycra or other rubberized/elasticized material
- Culottes, shorts, cutoffs.
- Halter tops, tank tops, sleeveless blouses or bathing suit tops (even if worn under other clothing)
- Low cut clothing exposing undergarments, chest, cleavage and/or back
- Hats or scarves.
- Clothing that does not consistently cover the midriff of the body, exposing the stomach or lower back while sitting or stretching.
- Flip flops or sandals with any type of strap between the toes.
- Jewelry that hides other items (e.g.: broaches, locket, pins, or jewelry that looks like a key).
- Any item not listed but considered a threat to the safety and security of visitors, offenders and/or staff as determined by the Superintendent/designee

Items for Infants and Toddlers:

Allowed inside visit room:

- Items for infants and toddlers will be carried in a clear plastic bag or container.
- Two clear plastic bottles containing water, juice, milk, or liquid formula.
- One plastic Tupperware-type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon. Other baby food items with approval of Visit Sergeant
- One pacifier or teething object.
- One non-quilted child's blanket.
- 1 Bib

Secured in a locker:

- Diapers (One disposable per hour of visit) and wipes
- One change of clothing

Care of children during visits:

With the exception of the IMU/Segregation Unit, the facility provides a children's play area for children ages 2 through 10 and has made every effort to provide an environment to keep the children safe and comfortable during visits.

- Your children may play with other children in the play area but must be under direct supervision at all times
- An offender may play with his children but not the children of other offenders or visitors. **If more than one child is in the play area the offender, parent or guardian must depart the area yet maintain direct supervision**
- The play area may not accommodate all the children wishing to play so please be considerate of others
- Games, cards and crayons for color books are provided for children. Offenders are responsible for their use and care
- Ensure your children play safely and do not disturb other visitors
- **Children are to remain with and supervised by their approved escort**
- **If a child's behavior becomes a problem in the visit room, the visit may be terminated**

Other Family Resources and Information:

- The Matthew House: A non-profit organization that provides many services at no cost or obligation, for families and friends of men incarcerated at MCC. These services include transportation, accommodations and child care. There is no connection between Matthew House and DOC. For more information please call (360)794-8720.

FAMILY FRIENDLY PROGRAMS:

MCC provides programs that offenders and their visitors may participate in that promote bonding between the offenders and their families. The Family Friendly Calendar, for each MCC Unit, is available at all institutions visitor check-in area. The calendar provides dates and times of each event.

- **Family Worship:** A non-denominational worship service sponsored by churches or religious organizations for offenders and visitors on their approved visit list. Family Worship is open to all offenders and their approved visitors. **Sign-up is required by offenders for themselves and their visitors. All visit room rules apply.**

- **Family Fun:** A program for children and parents or other authorized adults to interact through participation in a variety of fun and bonding activities. The program takes place during regular visiting times, except MSU. **All visit room rules apply.**
- **Holiday Events for Children:** Special holiday events are an opportunity to share traditional holidays with their children. **Sign-up is required by offender for themselves and their visitors. All visit room rules apply.**
- **Cultural/Religious Observances:** A celebration of annual cultural and religious observances that the offender is allowed to invite up to 4 visitors, depending on space restrictions. **Sign-up is required by offenders for themselves and their visitors. All visit room rules apply.**

COURTESY DURING VISITS:

It is the intent of the Monroe Correctional Complex to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all individuals is essential. The following visit room guidelines are in place to ensure that visits are a pleasant experience for all:

- A **brief** hug and kiss is permitted at the beginning and conclusion of visits.
- During the visit the only physical contact allowed is holding hands with hands in plain view. This rule also applies when standing in line at the vending machines, walking in the Visit Room and all other activities.
- Conversations should remain quiet without harsh language or swearing, encouraging pleasant and caring family interaction.
- Visit areas are provided for all visitors. Please use visit room furnishing for their intended use.
- Because time is limited, your focus and interactions must remain between your own visitors and family. No cross-visiting with other offenders or their visitors. Some Family Friendly may allow limited cross visiting
- During visitation, Debit cards may be used for purchases from vending machines by both offenders and visitors. Due to space limitations, we will allow 6 offenders and/or visitors at a time in the vending machine area. We will allow 6 – 8 offenders and/or visitors to wait in line to use the vending machines
- Visitors are reminded to sign the back of their Debit cards and take the cards with them when they leave.
- Vending machine use may or may not be allowed for special visit periods
- Do not shake or use any force trying to dislodge food items
- Food items are not to be shared between visitors and offenders with the exception of popcorn or chips. If these food items are shared the bag must be torn open completely or the contents poured onto a napkin
- Food purchased from the vending machines, that is **unopened**, may be taken out with the visitors
- Children must be under direct supervision and visual control of the approved escort, visiting parent or guardian at all times, including children using the restroom. (Offenders may supervise their visiting children, siblings, grandchildren or step-children while the adult visitor uses the restroom.) Roughhousing and horseplay will be stopped immediately by the visiting parent.
- Please remind your children there is no running, yelling, screaming or climbing on furniture. This will be strictly enforced and if not followed may result in termination of your visit

- There will be no food or drink in the play area
- Verbal corrections and time-outs are the only allowable forms of discipline during visits.
- For safety and proper identification offenders will wear their identification at all times.
- Showing affection to your children, holding and playing with your visiting child promotes positive family interaction. Per policy, infants and toddlers, **three years and younger**, may be seated on the offenders lap provided the offender is the father, stepfather or grandparent of the child and is not a sex offender. J & S information will be checked prior to visits.
- Grooming of children's hair may be done during visits unless visits occur in dining areas.
- Please use the changing areas for children, which are provided in the rest rooms.
- At times visits may become emotional. Should this happen, a staff may check on your visit.
- Please put away all items used during visits (i.e.: games, toys, books). Check the children's play area and assist your children in picking up the area. Please throw trash and recyclables in containers provided at the end of your visit.
- A five (5) minute warning will be given at the end of visit hours. Please use this time to clean around your area and say your goodbyes. Couples will use common sense, hands will be in plain sight, above or at the waist area and nothing beyond a **brief** kiss and embrace is allowed. Please keep in mind, this is a family visit area and small children are around Visitors must depart institution grounds immediately.

Although we've attempted to cover most areas of concern, there are always areas we miss or may be interpreted in ways different from the intent of the MCC administration. Please feel free to ask the visiting staff if you have questions about any of the rules

Suggestion/Comment forms are available in the visit area of the facility you will be visiting.